



19 September 2017

Dear Councillor

You are hereby summoned to attend the meeting of **Ketley Parish Council Resources Committee** which will take place on **Tuesday 26 September at 6.00 pm at Ketley Community Centre, Ketley**

Yours sincerely

Phil Griffiths

Phil Griffiths
Clerk to Ketley Parish Council

AGENDA

1. WELCOME

2. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman following the resignation from the Committee of Cllr Mehta due to work commitments

3. TO RECEIVE APOLOGIES FOR ABSENCE AND OBTAIN THE NECESSARY APPROVAL

4. DISCLOSURE OF PECUNIARY INTERESTS

5. APPROVAL OF MINUTES OF RESOURCES COMMITTEE HELD ON THURSDAY 13 JULY – attached

6. REVIEW OF FIRST HALF OF YEAR AND NEW STAFFING STRUCTURE

Review on progress during first half of year and assessment of new staffing structure

7. UPDATE ON KETLEY COMMUNITY CENTRE BUILDING

Facilities Officer to provide update on works/maintenance undertaken at the Centre

8. MARKETING/BOOKINGS

Update on marketing activities and room bookings

9. NEWSLETTER

To agree the look of the trial newsletter scheduled for publication in December 2017

10. FUTURE EVENTS/PROJECTS

To discuss options for future events and projects

11. HEALTH & SAFETY UPDATE

Facilities Officer to provide Health & Safety update on Centre

12. STAFFING UPDATE

The Clerk to provide an update on staffing matters

13. TRAINING & DEVELOPMENT

To identify training/skills requirements for Centre staff

14. AGENDA ITEMS FOR NEXT MEETING

15. DATE OF NEXT MEETINGS

Tuesday 24 October at 6.00 pm at Ketley Community Centre